

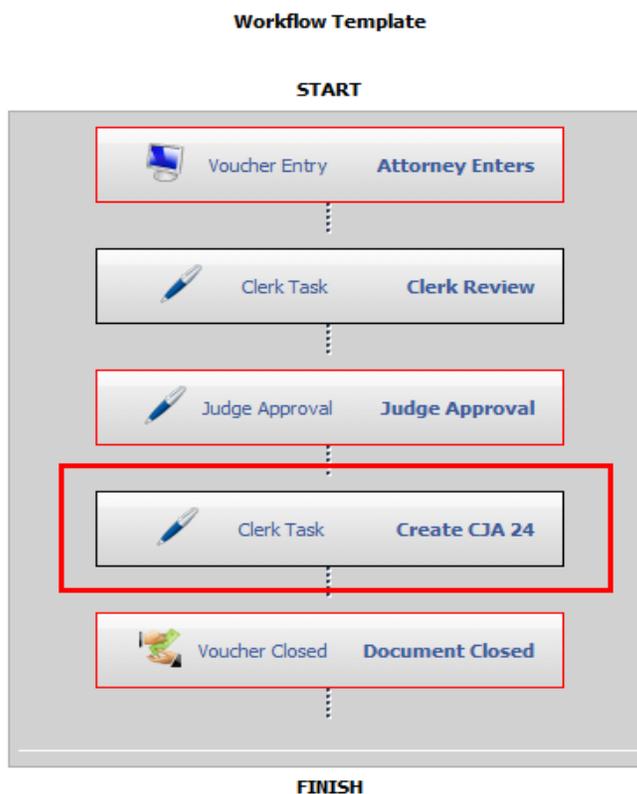
AUTH-24s and CJA-24s

This document explains the default workflow for creating an AUTH-24 and a CJA-24 in CJA eVoucher. This can be a two-step sequence, in which the AUTH-24 is created and approved before the CJA-24 can be created. Based on your court’s procedures, you can now optionally select **No Authorization Required**, and create the CJA-24 without creating an AUTH-24. This is similar to the CJA-21 process.

This document outlines the default method of creating an AUTH-24/CJA-24.

Creation of AUTH-24

With this process, the attorney creates the AUTH-24. However, the attorney does not have the ability to create the CJA-24. Very often, the attorney does not know who will ultimately prepare the transcript and cannot correctly create the CJA-24. Either the court staff or a court reporter completes the voucher and submits it to the attorney. You should view the workflow for the AUTH-24 and note that after Judge approval, the next step includes a clerk step to create a CJA-24. You can modify the Attorney role to allow the attorney to create the CJA-24. The AUTH-24 workflow is shown below for reference.



STEP 1

Attorney Entry: The attorney creates the AUTH-24 and submits it to the court. Here is the path to the Attorney job aid found on the Training CJA eVoucher home page:

Training CJA eVoucher homepage > Materials for Attorney Training > Creating a CJA-24 Authorization

STEP 2

Clerk Review: Locate the AUTH-24 and click the link.

My Documents				
To group by a particular Header, drag the column to this area.				Search:
Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-II- Start: 11/24/2015 End: 01/01/1900	Paul William Clark (# 1) Claimed Amount: 20,000.00	AUTH Paralegal Services	Clerk Review/Check Workflow 0101.0000059	11/24/2015
1:13-CR-08842-II- Start: 11/25/2015 End: 11/25/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Clerk Review 0101.0000062	11/25/2015
1:13-CR-08842-II- Start: 11/25/2015 End: 11/25/2015	Paul William Clark (# 1) Claimed Amount: 8,800.00	CJA-26	Clerk Review/Check Workflow 0101.0000063	11/25/2015

STEP 4

On the **Special Authorizations** tab, review any documents or special authorizations. For the specific transcripts to display in the approved AUTH-24, both court staff and the approving Judge must select the **Initial Here.** check box to initial the AUTH-24.

	Judge's Initials
A. Appointed Cost % of transcript with	<input type="checkbox"/> Initial Here.
B. None	<input type="checkbox"/> Initial Here.
C. Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Jury Instructions	<input checked="" type="checkbox"/> Initial Here.
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	<input type="checkbox"/> Initial Here.

STEP 5

Review the information on the Confirmation page. Select the certification check box and click **Approve**. The voucher is then sent to the Judge for approval.

Confirmation

I certify that I have reviewed the above information
Date: 11/24/2014 8:51:15

STEP 6

The Judge reviews the AUTH-24 and approves/rejects the authorization.



STEP 7

To approve the AUTH-24, locate the AUTH-24 and click the link. Review the information, then update the order date and click **Approve**.

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start: 01/23/2020 End: 01/23/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 0101.0000513	01/23/2020
1:14-CR-08805-AA- Start: 11/26/2019 End: 11/26/2019	Jebediah Branson (# 1) Claimed Amount: 2,220.00	CJA-20 Andrew Anders	Clerk Audit 0101.0000502 ETM: PAYMENT	11/26/2019

Once you have approved the AUTH-24, you are ready to create the CJA-24. In the **Private/Court Notes** field, it is helpful to add a private note stating who is creating the CJA-24.

Telephone Number: 210-452-6677

Attention: The notes you enter will be available to the next approval level.

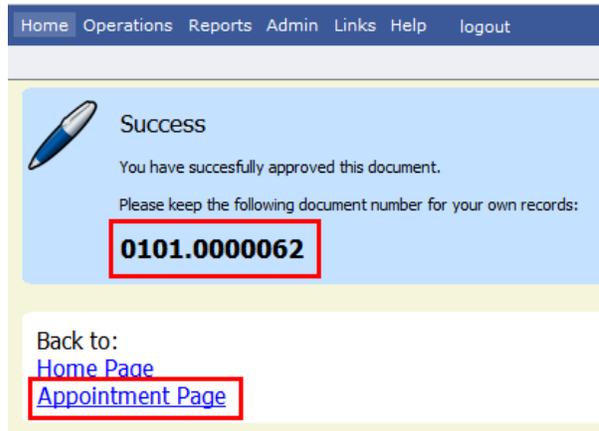
Public/Attorney Notes

Private/Court Notes: Creating AUTH-24 as court staff

Appointment Notes

I certify that I have reviewed the above information

Take note of the AUTH-24 document number that appears on the Success screen, as this is helpful if there are other authorizations for that appointment. Click the **Appointment Page** link to go to the appointment, which is the easiest way to create the CJA-24. If you go back to your home page, you must search for the appointment.



Voucher Closed: The AUTH-24 is now closed and the process of creating the CJA-24 begins.

Creation of CJA-24

The CJA-24 workflow is shown below for reference.



STEP 1

Voucher Entry: The CJA-24 is ready to be created. On the Appointment Info screen, in the Create New Voucher section, click the **Create** link for the CJA-24.

CJA eVoucher - Train District
SDSO Training - Release 6.3.0.0

Home Operations Reports Links Help Sign out

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Create
Authorization for Expert and other Services

AUTH-24 Create
Authorization for payment of transcript

BUDGETAUTH Create
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

CJA-24 Create
Authorization and Voucher for Payment of Transcript

Appointment Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Shoppe Lifter	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:19-CV-33333-9874-JL	5. APPEALS. DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) Lifter Vs USA		8. TYPE PERSON REPRESENTED Adult Defendant	9. REPRESENTATION TYPE Habeas (capital) § 2254 state
10. OFFENSE(S) CHARGED			
11. ATTORNEY'S NAME AND MAILING ADDRESS Atty Longoria 123 Lane San Antonio TX 78229 Phone: 2102222222 Email: Jaime_longoria@ao.uscourts.gov		12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Judge Longoria Date of Order: 7/24/2019 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered

STEP 2

On the Basic Info page, in the Authorization Selection section, click the correct authorization.

USA v Izzard	Felony (including pre-trial diversion of alleged felony)	Adult Defendant
11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS		
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 70 Service Type: Court Reporter / Transcript
Order Date: 08/01/2013
Proceeding Transcribed: Indictment

Prosecution Opening Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

ID Number: 71 Service Type: Court Reporter / Transcript
Order Date: 08/01/2013
Proceeding Transcribed: Full Trial

Prosecution Opening Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

STEP 3

From the **Expert** drop-down list, select the appropriate expert and then click **Create Voucher**. If an expert is not in that list, their information should be added in the Service Provider section. Enter the correct service provider information and click **Create Voucher**. This sends the expert information to the Pending Users folder for approval. The clerk’s task is done, and the attorney or expert now enters the services and expenses.

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert [Dropdown menu]

First Name [Text box] Middle Name [Text box] Last Name * [Text box]

Email * [Text box]

Phone * [Text box] Fax [Text box]

Address 1 * [Text box] City * [Text box]

Address 2 [Text box] State (U.S. Only*) [Dropdown menu]

Address 3 [Text box] Country * [Dropdown menu: UNITED STATES]

Voucher Assignment * Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Create Voucher

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert [Dropdown menu]

First Name [Text box: Teresa] Middle Name [Text box] Last Name * [Text box: Transcripts]

Email * [Text box: deadmail@aotx.uscourts.gov]

Phone * [Text box: 210-555-5555] Fax [Text box]

Address 1 * [Text box: 123 San Antonio] City * [Text box: San Antonio]

Address 2 [Text box] State (U.S. Only*) [Dropdown menu: TEXAS] Zip * [Text box: 78249]

Address 3 [Text box] Country* [Dropdown menu: UNITED STATES]

Create Voucher

Note: If the expert is not already in eVoucher and their information is added in the Service Provider section, an error message appears if you click **Create Voucher**, stating “You cannot submit a voucher for an expert that has not been approved by the court.” However, the information is sent to the court as a pending user.

Once the court creates the user, the warning disappears. If the expert has Expert Enter privileges, in the **Voucher Assignment** group, you can click the **Expert** radio button and allow the expert to enter their own expenses. You can only click the radio button after you have selected the expert from the drop-down list. If the expert does not have Expert Enter privileges, the voucher assignment defaults to **Attorney**.

STEP 4

The expert now enters the required information for the services or expenses, uploads any documents if needed, and clicks **Add**.

CJA-24 Voucher Entry
Def.: Eddie Izzard
Link to CM/ECF
Voucher #: ---
Request Date: ---
Approved Date: ---
Summary: \$25.00

Services

Date: 12/02/2015 *
Service Type: Original *
Description: Trial *
Include Page Numbers:
No. of Pages: 50 * Rate Per Page: 0.5 *
Less Amount Apportioned: 0
Less Amount Adjusted: 0
Add Delete Item

* Required Fields

To group by a particular Header, drag the column to this area.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	12/02/2015	Trial		50	0.50			25.00

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

CJA-24 Voucher Entry
Def.: Eddie Izzard
Link to CM/ECF
Voucher #: ---
Request Date: ---
Approved Date: ---
Summary: \$53.75

Expenses

Date: 12/02/2015 *
Expense Type: Travel Miles *
Miles: 50 * rate per mile: \$0.5750
Amount: 28.75
Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	12/02/2015	Drive to court	50	0.575	28.75

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

STEP 5

Select the certification check box and click **Submit**.

The screenshot shows a web interface for entering notes and certifying a document. At the top, there are columns for 'Signature of Judge or Clerk of Court', 'Date', and 'Approved Amount'. Below this is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' There are three text input areas: 'Public/Attorney Notes', 'Private/Court Notes', and 'Appointment Notes'. The 'Appointment Notes' area contains the text 'This is an example of an appointment note.' Below the notes is a certification section with a checked checkbox and the text 'I swear and affirm the truth or correctness of the above statements'. A date field shows 'Date: 11/26/2014 12:24:31'. To the right is a 'Submit' button with an upward arrow icon. At the bottom are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

STEP 6

Attorney Approval: Once the CJA-24 is submitted, it is returned to the attorney for approval. This happens with both the Expert Enter and the Attorney Enter on the CJA-24.

STEP 7

Clerk Task: When the attorney approves the voucher, it is returned to the court staff. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher. Review the information and adjust the Services, Expenses, and Documents pages as needed. You can also go to the Summary page and adjust there. Go to the Confirmation page, where the attorney’s digital signature now appears. Select the certification check box, and then click **Approve**.

Basic Info | **Services** | Expenses | Documents | Summary | Confirmation

Services

Date: 12/02/2015 * Audit Notes: *

Service Type: Original *

Include Page Numbers:

No. of Pages: 50 * Rate Per Page: 0.5 *

Less Amount Apportioned: 0

Less Amount Adjusted: 0

* Required Fields

To group by a particular Header, drag the column to this area.

Service	Date	Descri	Incl. Page N	No.Pa	Rat	Apport	Discou	Tot	Notes	Page:	Rate	Apport	Discou	Amt A
Original	12/02/...	Trial		50	\$0.50	\$0.00	\$0.00	\$25.00						

Basic Info | Services | Expenses | Documents | **Summary** | Confirmation

Voucher Summary

Services and Expenses	Claimed Amount	Audited Amount	Override Amount	Notes
Original	\$25.00	-	<input type="text"/>	<input type="text"/>
Copy	\$0.00	-	<input type="text"/>	<input type="text"/>
Service Total	\$25.00	\$25.00	\$25.00	
Travel Miles	\$28.75	-	<input type="text"/>	<input type="text"/>
Travel Misc.	\$0.00	-	<input type="text"/>	<input type="text"/>
Travel Total	\$28.75	\$28.75	\$28.75	
FAX	\$0.00	-	<input type="text"/>	<input type="text"/>
Long Distance Charges	\$0.00	-	<input type="text"/>	<input type="text"/>
Photocopies	\$0.00	-	<input type="text"/>	<input type="text"/>

ATTORNEY CERTIFICATION		
22. CERTIFICATION OF ATTORNEY OR CLERK: I hereby certify that the services were rendered and that the transcript was received.		
Andrew Anders	12/02/2015 15:43:44	
Signature of Attorney or Clerk	Date	
APPROVED FOR PAYMENT -- COURT USE ONLY		
23. APPROVED FOR PAYMENT		
		\$0.00
Signature of Judge or Clerk of Court	Date	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes	
Private/Court Notes	
Appointment Notes	

I certify that I have reviewed the above information
Date: 12/2/2015 14:58:7

 **Approve**  **Reject**

STEP 7

Judge Approval: The voucher is sent for Judge approval.

STEP 8

Clerk Task: Once the Judge approves the voucher, it is returned to the court staff, who enters it into the payment system. This step is optional, and the voucher may be deleted or kept as an added review. Follow the same directions as above: Locate the CJA-24 and click the link for that voucher.

Case	Defendant	Type	Status	Date Entere
1:13-CR-08866... Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 53.75	CJA-24 Teresa Transcripts	Enter Into Payment System 0101.0000072	12/02/2015

Review the information. Go to the Confirmation page, where the Judge’s digital signature now appears. Select the certification check box and click **Approve**.

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: Teresa Transcripts Date: 12/2/2015 14:42:58

ATTORNEY CERTIFICATION
 22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.
 Andrew Anders 12/02/2015 15:43:44
 Signature of Attorney or Clerk Date

APPROVED FOR PAYMENT – COURT USE ONLY
 23. APPROVED FOR PAYMENT
Albert Albertson 12/02/2015 16:00:10 \$53.75
 Signature of Judge or Clerk of Court Date Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes
 Private/Court Notes
 Appointment Notes

I certify that I have reviewed the above information
 Date: 12/2/2015 15:12:49

Approve **Reject**

STEP 9

Certified for Payment: The voucher goes to the certifier for your court. If you are the certifier, follow the same directions as above: Locate the CJA-24 and click the link for the voucher.

Case	Defendant	Type	Status	Date Entere
1:13-CR-08842... Start: 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 0101.0000067	12/02/2015
1:13-CR-08866... Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 0101.0000070	12/02/2015
1:13-CR-08866... Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 0.00	AUTH-24	Create CJA 24 0101.0000071	12/02/2015
1:13-CR-08866... Start: 12/02/2015 End: 12/02/2015	Eddie Izzard (# 1) Claimed Amount: 53.75	CJA-24 Teresa Transcripts	Certification 0101.0000072	12/02/2015

STEP 10

Review the information on the Basic Info page.

Basic Info
Services
Expenses
Documents
Confirmation

CJA-24
Certification
[Auditing]
[Certification]
Flow: CJA-24 Basic
[Redirect Workflow](#)

Def.: Eddie Izzard

[Link to CM/ECF](#)

Voucher #: 0101.0000072
Request Date: 12/2/2015
Approved Date: 12/2/2015

Summary: \$53.75

Basic Info

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Eddie Izzard		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:13-CR-08866-1-AA		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT./DEF. NUMBER		7. IN CASE/MATTER OF(Case Name) USA v Izzard		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 16:704.F RULES AND REGULATIONS ON MIGRATORY BIRDS	
REQUEST AND AUTHORIZATION FOR TRANSCRIPT					
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Appeal					

STEP 11

Go to the Confirmation page, where the payee's name and address should be correct. Select the approve/disapprove check box and click **Approve**.

CLAIMS FOR SERVICES						
17. COURT REPORTER, TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			18. PAYEE'S NAME AND ADDRESS Teresa Transcripts 110 Main Street San Antonio TX 78210 US Phone: 210-553-5692			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: ***-**-2233						
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	50	see detail	\$25.00	see detail	\$25.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Denyize)						\$28.75
TOTAL AMOUNT CLAIMED						\$53.75
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Teresa Transcripts Date: 12/2/2015 14:42:58						
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Andrew Anders 12/02/2015 15:43:44 Signature of Attorney or Clerk Date						
23. APPROVED FOR PAYMENT -- COURT USE ONLY Albert Albertson 12/02/2015 16:00:10 \$53.75 Signature of Judge or Clerk of Court Date Approved Amount						
Attention: The notes you enter will be available to the next approval level.						
Public/Attorney Notes						
Private/Court Notes						
Appointment Notes						
<input checked="" type="checkbox"/> I hereby approve/disapprove payment of this voucher Date: 12/2/2015 15:19:20						
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>						

STEP 12

Voucher Closed: The voucher is now closed.

Home Operations Reports CMECF Admin Links Help logout

Success

You have successfully approved this document.

Please keep the following document number for your own records:

0101.0000072

Assigning Rights

Default attorney rights delivered with eVoucher do not give the attorney the Create Voucher CJA-24 right. Instead, the CJA Administrator role has these rights. The rights below allow the attorney to create the AUTH-24, but not the CJA-24.

Home
Operations
Reports
CMECF
Admin
Links
Help
Sign out

> Admin > [Rights Manager](#)

Role: Attorney ▼

Save Changes Cancel

Assigned rights only

Groups & Rights	Attorney
<input type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
Basic Default Right Allow to login	<input checked="" type="checkbox"/>
<input type="checkbox"/> Administration	Administrative rights
Manage My Profile Allows users to edit their own profile	<input checked="" type="checkbox"/>
Manage My Billing Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
Create Authorizations Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
Create Travel Authorizations Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
Create Budget Authorizations Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
Create Authorizations 24 Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
Create CJA-20 Vouchers Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
Create CJA-21 Vouchers Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
Create CJA-24 Vouchers Allows users to create and submit new CJA-24 vouchers	<input checked="" type="checkbox"/>

If you wish to have attorneys create the CJA-24, you must add the Create Voucher CJA-24 right to the Attorney role.

Home
Operations
Reports
CMECF
Admin
Links
Help
Sign out

> Admin > [Rights Manager](#)

Role: Attorney

 Assigned rights only

Groups & Rights	Attorney
<input type="checkbox"/> Public	Public default group always assigned to a user (minimum rights)
Basic Default Right Allow to login	<input checked="" type="checkbox"/>
<input type="checkbox"/> Administration	Administrative rights
Manage My Profile Allows users to edit their own profile	<input checked="" type="checkbox"/>
Manage My Billing Allows users to edit their own billing	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vouchering	Controls all action taken on the Vouchering engine
Create Authorizations Allows users to create and submit new Authorizations	<input checked="" type="checkbox"/>
Create Travel Authorizations Allows users to create and submit new Travel Authorizations	<input checked="" type="checkbox"/>
Create Budget Authorizations Allows users to create and submit new Budget Authorizations	<input checked="" type="checkbox"/>
Create Authorizations 24 Allows users to create and submit new Authorizations 24	<input checked="" type="checkbox"/>
Create CJA-20 Vouchers Allows users to create and submit new CJA-20 vouchers	<input checked="" type="checkbox"/>
Create CJA-21 Vouchers Allows users to create and submit new CJA-21 vouchers	<input checked="" type="checkbox"/>
Create CJA-24 Vouchers Allows users to create and submit new CJA-24 vouchers	<input checked="" type="checkbox"/>

You can limit certain court staff, such as a court reporter, to see only the AUTH-24 and CJA-24s by narrowing down the document types available to them in the Court Staff Assignments section of the User Manager.

Court Staff Info
Your personal info

Your Name: **Court Reporter**

Your Contact Info:
 Phone: 210-745-2293 | Cell Phone: 702-555-1212
 Fax:
 deadmail@support.aobx.uscourts.gov
 deadmail@support.aobx.uscourts.gov
 deadmail@support.aobx.uscourts.gov

Your Address:
 110 Main Street
 San Antonio, TX 78210
 USA

Court Staff Assignments
Assignments

Terminal Digits assigned >> 10

Divisions assigned >> 3

Document Types assigned >> 2

AVAILABLE Document Types	ASSIGNED Document Types
AUTH - Authorization for Expert and other Services CJA-20 - Appointment of and Authority to Pay Court CJA-21 - Authorization and Voucher for Expert and c CJA-26 - Statement for a Compensation Claim in Exo CJA-27 - Statement for a Compensation Claim in Exo CJA-30 - Death Penalty Proceedings: Appointment o CJA-31 - Death Penalty Proceedings: Ex Parte Requ TRAVEL - Authorization for payment of Travel	AUTH-24 - Authorization for payment of transcript CJA-24 - Authorization and Voucher for Payment of

Representation Types assigned >> 41

Users to delegate >> 0

Judges assigned >> 12

US District Court WDNY| March 7/1/2020

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